

CDCR MEDICAL CONTRACTS
Proposed Informal Urgent Care Contract Process
(Long-Term – Assumptions Met)

No.	PROCESS	DESCRIPTION	TIME FRAMES	RESPONSIBLE PARTY
1	Pre-Contract Process	<ul style="list-style-type: none"> • Institution acquires contract information; enter request into database with any required changes, additions or alterations to boilerplates/SOW, etc. • Software alerts institution of duplicate/similar requests and/or contracts already in effect for their institution. • Software generates request based on type of service, linking to appropriate boilerplates and bidder's list/bid proposal form. • Request to be forwarded to OBS; DCHCS & CDCR Legal, if applicable simultaneously. 	2 days	Institution
2	Confirm Contract Request and Create Bid Package	<ul style="list-style-type: none"> • Retrieve "New" entered request, confirm if any changes need to be made to request; create electronic/paper file. • Software alerts OBS of duplicate/similar requests and/or contracts already in effect or available for that institution. OBS will combine similar pending requests from other institutions for the same Contractor so a Master Agreement can be prepared opposed to individual contracts, if applicable. • Prepare Contract while awaiting DCHCS and/or Legal approvals for changes, additions or alterations, if required. 	2 days	OBS
3	DCHCS and/or Legal Input/Approval	<ul style="list-style-type: none"> • Required only if significant changes are required to Scope of Work; Bid Proposal or GTC only. 	2 days	DCHCS
4	Final Review and Approval of Bid Package	<ul style="list-style-type: none"> • Provide final review and approval of bid package (applies when changes are requested to the Scope of Work; Bid Proposal or GTC only). 	2 days	Institution
5	Payee Data Record (Std. 204)	<ul style="list-style-type: none"> • Obtain Payee Data Record from Contractor. 	5 days	OBS & Provider
6	Preliminary Review	<ul style="list-style-type: none"> • Manager Preliminary review of contract against documents (electronic or paper) provided by DCHCS and/or institution. • Ensure accuracy and completeness; such as rates, contract term, funding amount and contractor information. 	2 days	OBS
7	Signature and Required Documents	<ul style="list-style-type: none"> • Obtain Provider signature on contract documents. • Obtain all required documents. 	5 days	Provider
8	Contract Preparation	<ul style="list-style-type: none"> • Analyst prepares complete contract package for final approval. • Contract encumbered by appropriate Accounting Office. • OBS Manager final review and verification of all required documents and accuracy; approval of contract. 	5 days	OBS

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No.	PROCESS	DESCRIPTION	TIME FRAMES	RESPONSIBLE PARTY
9	Final Approval	<ul style="list-style-type: none"> Final approval of contracts. 	12 days	CDCR or Control Agency
10	Distribution	<ul style="list-style-type: none"> Update database to reflect approval date (CDCR or Control Agency, if applicable). Scan contract into database. Distribute executed contract via electronic notification (original signature not required by Contractor). 	2 days	OBS
		Total # of Days: (For Protests, add estimated 45 days); (For SPB Challenges, add estimated minimum 20 days for initial response).	<ul style="list-style-type: none"> 23 days without items 3, 4 & 9; 39 days with items 3, 4 & 9 	

*Please note timeframes provided are based on an individual request and there is adequate staffing to perform the various functions timely. During heavy renewal cycles, the timeframes will need to be adjusted accordingly.

**Final approval designation has not been determined, therefore, the timeframes listed above include any internal or external control agency approvals as it is still necessary to ensure stewardship for the State.